Vehicle Plate No _____ Beginning Mileage _____

Mileage for (month) _____ (year)_____

RECORD MILEAGE FOR EVERY TIME THE VEHICLE IS USED, NOT JUST WHEN FILLING UP

Date	Destination		Ending Odometer Reading	Miles Traveled	Fuel		Driver Initials
	To	From			Gallons	Cost	

Dates of Repairs, Maintenance, and Replacement Parts. Include adding oil and other fluids here.

Date	Vendor or Garage Name	Describe Work Performed	Mileage	Cost

TURN THIS SHEET INTO THE UNIT OFFICE AT THE END OF EACH MONTH